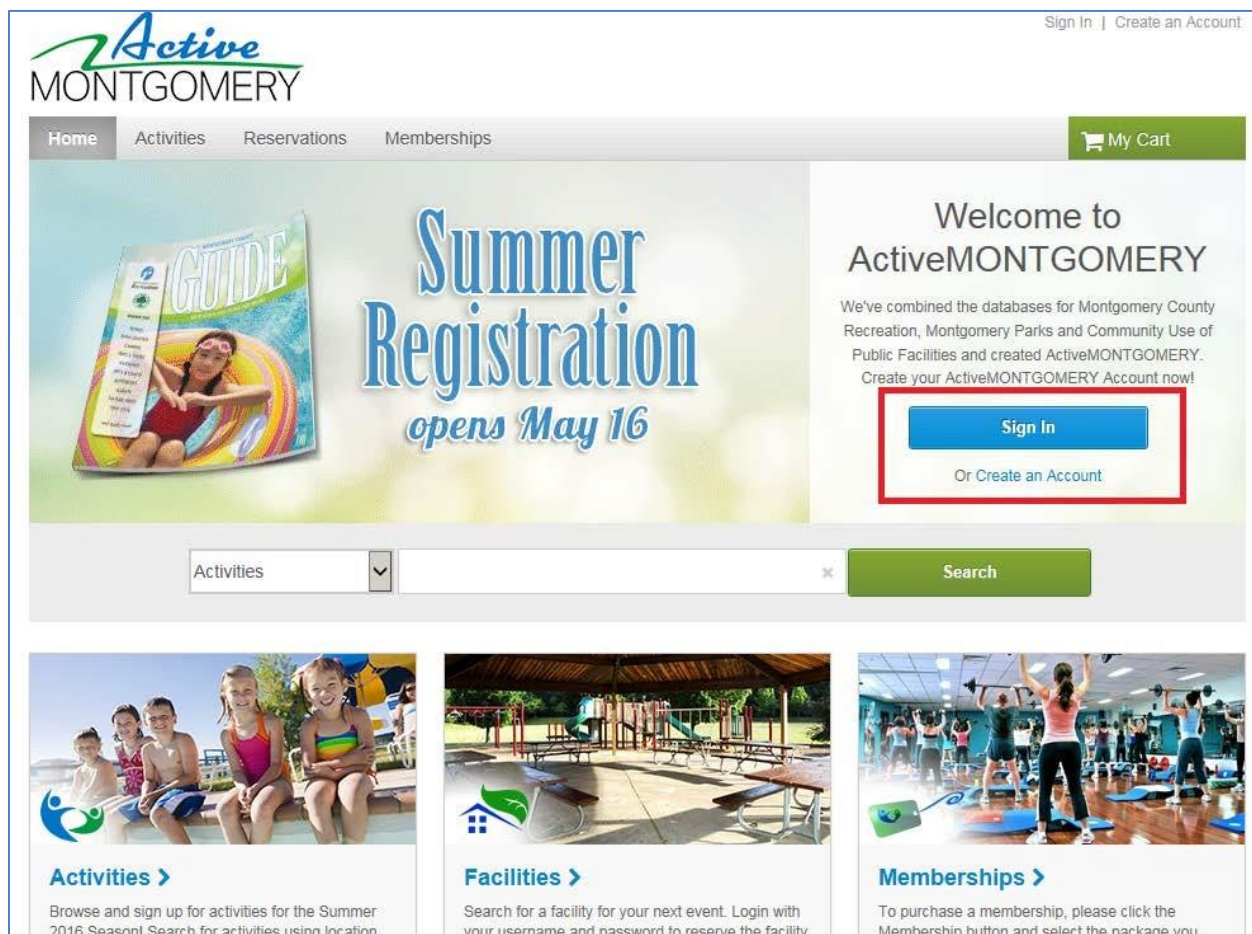


## How to Join a Team Roster on ActiveMONTGOMERY

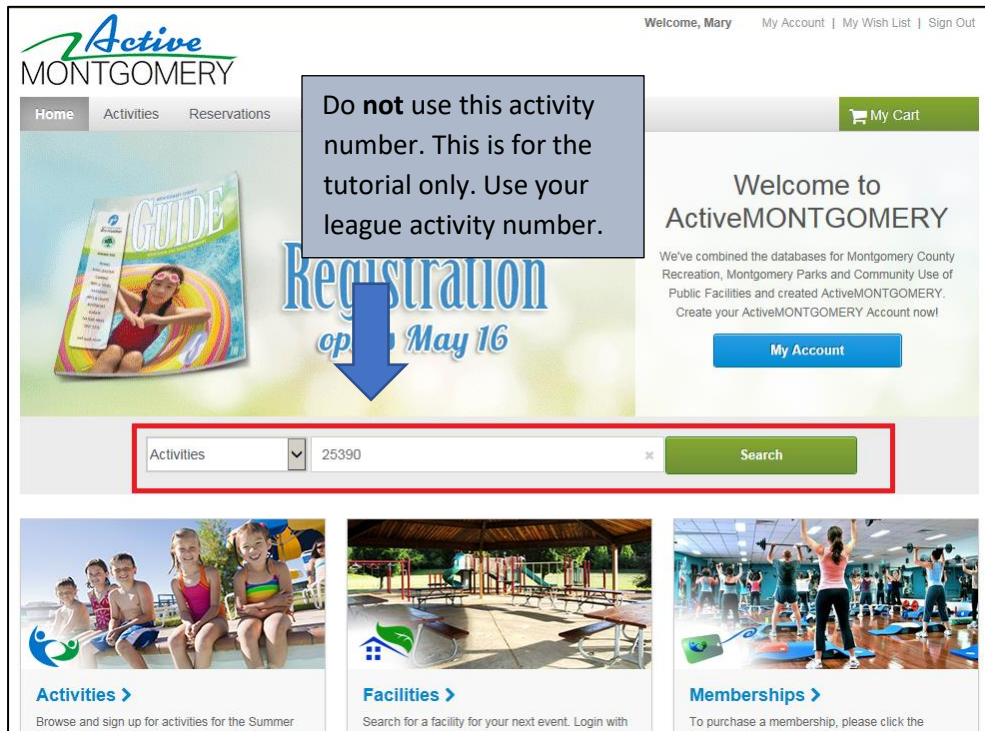
This is for players whose Team Captains have already created a team in ActiveMontgomery.

**NOTE:** This tutorial is based on a sample league. Disregard league activity number, title, and price and use your appropriate league information.

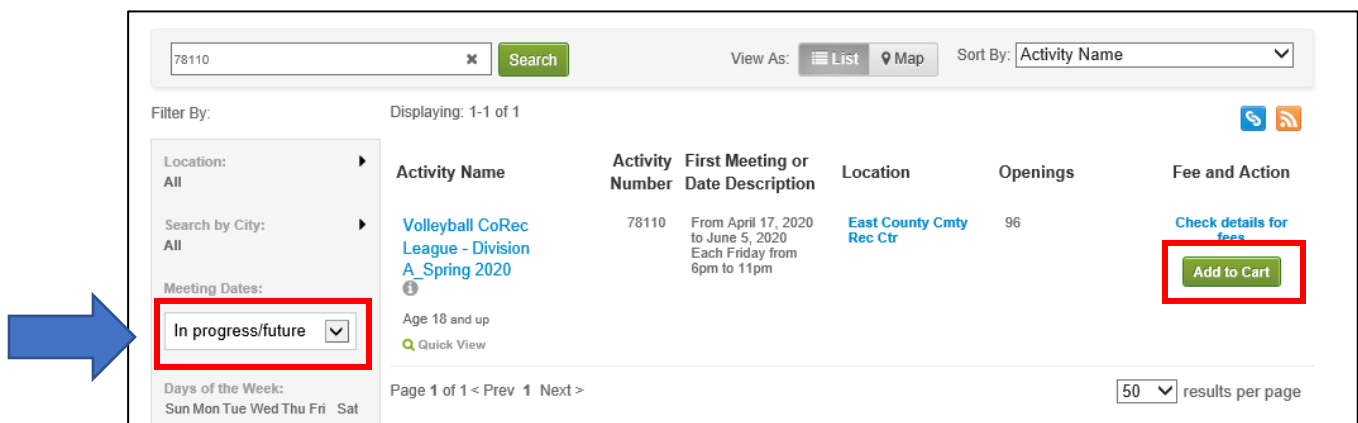
1. Go to [activemontgomery.org](http://activemontgomery.org) and log in with your ActiveMontgomery account. If you do not have an account, please click **Create an Account** to set up an account with us.



2. Enter your activity number in the search field.



- Your league will come up. Verify that it's the correct league and click **Add to Cart**.  
NOTE: If your league has already started, please make sure the filter is set to "In progress/future". Otherwise, your league will not show up.



- A screen will pop up asking you to select your registration type. Since your Team Captain has already created your team and paid the fee, you will select **Join Team – No Charge**, then click **Continue**.

Volleyball CoRec League - Division A\_Spring 2020 - 78110 x

Select Your Registration Type

Added to shopping cart. Choose your registration type to continue.

\*Registration Type (Required)

☐ Create and Join Team - \$380.00 to \$430.00
   
☒ Join Team - No charge

Continue

5. Select yourself as the customer to enroll, then click **Next**.

Enrollment: Volleyball CoRec League - Division A\_Spring 2020 ACTIVE network

> Home Page > Activity Search > Enrollment Process

1

2

3

4

select participant

select team

additional information

fees

Select Participant

Don't see the person you want to add in this drop down? [Create a new Family Member](#)

\*Who will be participating in this Activity? (Required)

Select the Family Member to Enroll

**Tips**  
 If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the 'Register Another Participant for this Activity' link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

Cancel & Return to Search

Next

6. Select your **Team Name** (provided to you by your team manager) from the dropdown list. Then click **Next**.

NOTE: If your team is not listed, please contact your team manager, as they will need to register the team first before players can enroll on the roster.

Enrollment: Volleyball CoRec League - Division A\_Spring 2020

> Home Page > Activity Search > Enrollment Process

1 select participant 2 select team 3 additional information 4 fees

Select Your Team

\*Select your Team (Required)

Back Cancel & Return to Search Next

- Once you select your team, input the Team Registration Code that was provided by your team manager. The team manager created this upon registering the team.

Enrollment: Volleyball CoRec League - Division A\_Spring 2020

> Home Page > Activity Search > Enrollment Process

1 select participant 2 select team 3 additional information 4 fees

Select Your Team

\*Select your Team (Required)

Test Team

\*Team Registration Code (Required)

Back Cancel & Return to Search Next

- The next screen asks a series of questions. Please answer each of those. Below the questions will be some required waivers. Read by click on the description and/or attachment and initial each of the waivers. Click **Next**.

## Enrollment: Volleyball CoRec League - Division A\_Spring 2020



> [Home Page](#) > [Activity Search](#) > Enrollment Process



### Activity Questions: Volleyball CoRec League - Division A\_Spring 2020

#### Activity Questions:

Answer some questions for this activity.

\*Please provide the best email address to contact you regarding program information. (free form) (Required)

\*Are you the team captain? (Required)



#### Review Waivers:

Review and sign to continue.

Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	<a href="#">Rec Adult Volleyball League Rules</a>	<a href="#">Rec Adult Volleyball League Rules</a>
Initials: <input type="text"/>	Yes	<a href="#">Rec All Sports Conduct</a>	<a href="#">Parent, Coach, Spectator Code of Conduct</a>
Initials: <input type="text"/>	Yes	<a href="#">Rec Cancellation/Inclement Weather</a>	-
Initials: <input type="text"/>	Yes	<a href="#">Rec Concussion Information Sheet</a>	<a href="#">Rec Concussion Fact Sheet for Athletes</a>



Back

[Cancel & Return to Search](#)

Next

9. The next screen verifies that you are being enrolled on the team at no charge. Click **Proceed to Shopping Cart**.

# Enrollment: Volleyball CoRec League - Division A\_Spring 2020

[Home Page](#) > [Activity Search](#) > Enrollment Process

✓

select participant

✓

select team

✓

additional information

4

fees

## Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Description	Quantity	Amount	Total Price
			Total: \$0.00

Proceed to Shopping Cart

[Register Another Participant for this Activity](#)  
[Add to Cart & Continue Shopping](#)

10. This is the liability waiver screen. You must check that you have read and consent to the waiver. Once you've done that, click **Finish**.

# Shopping Cart

Test Player TP

1 item, \$0.00 in total.

Volleyball CoRec League - Division A\_Spring 2020 - 78110

\$0.00

ACTIVITY

Team: Test Team

## Order Summary

Subtotal \$0.00

Due Now **\$0.00**

Finish

## Waiver

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.


☒ I have read and agree to [Waiver](#). (Required)

11. Registration is complete.

# Confirmation

Your receipt #3282739.001 has been completed!

You will receive a confirmation email shortly. [View printable receipt](#) 

Share to  

## Receipt Summary



**Test  
Player**

**Volleyball CoRec League - Division A\_Spring 2020 - 78110**

ACTIVITY

Team: Test Team

**\$0.00**

Subtotal \$0.00

**Total \$0.00**